

## LYNCHBURG PLANNING COMMISSION

January 14, 2004

4:00 p.m. 2<sup>nd</sup> Floor Training Room, City Hall

### Lynchburg Planning Commission Public Participation Policy at Meetings Public Hearings

1. The presentation by the Petitioner's representative(s) will be a maximum of ten (10) minutes. If it would be difficult to fully explain a complex proposal orally within the time limit, it is recommended that the petitioner submit in advance to the Planning Division staff written information that can be mailed to the Commission members.
2. Comments from a speaker representing an opposition group will be a maximum of ten (10) minutes.
3. Subsequent individual citizens wishing to speak will be allowed a maximum of three (3) minutes each.
4. At the end of the public hearing, each side will be allowed a maximum of three (3) minutes for final comments.
5. The Commission would prefer not to hear speakers whose comments are repetitive or are irrelevant to the petition at hand, but will recognize the number of people present in support or in opposition to the petition.
6. When the public hearing comments are completed for an item, the Chair will declare that the hearing is closed. The Commission will then go into a business session on that item, during which the public may remain present but will not be allowed to speak.
7. The Commission Chair will firmly and fairly enforce the above rules.

### Other Agenda Items

The Commission agenda will frequently contain items which are not listed as public hearings. Such non-public hearing items include proposed subdivision plats, public street dedications, and street names. Public comments on such items are generally not encouraged. However, the Commission may at its discretion allow citizens to speak according to the rules listed above.

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1. Approval of the Minutes of the November 12 and November 26, 2003 meetings.
2. Election of Officers
3. Public Hearings
  - a. Petition of Elizabeth Diggs for a Conditional Use Permit at 1616-1620 Grace Street to operate a group home for unwed mothers in an R-3, Two-Family Residential District.
  - b. Petition of Luther and Shirley Shepard to rezone 3.892 acres at 800 Middle Street from R-1, Single-Family Residential District, to R-3, Two-Family Residential District (Conditional) to allow the construction of duplexes.
4. Old/New Business
5. Next Regular Meeting Date –January 28 – 4:00 p.m.